



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

GREGORY A. WHIRLEY
ACTING COMMISSIONER

April 12, 2006

To: All Urban Municipalities and Counties

Subject: Important Updates for Locally Administered Projects

Dear Local Official,

Localities administering projects play an important role in the delivery of Virginia's transportation program. We are focused on providing guidance to help ensure successful delivery of these projects. We would like to take this opportunity to make you aware of updates to several tools that are available to aid localities in administering VDOT projects.

Guide for Local Administration of VDOT Projects

Last August, we published the first edition of the *Guide for Local Administration of Virginia Department of Transportation Projects* on VDOT's Local Assistance web page. This document is intended to serve as the controlling guidance manual for all locally administered projects. We are pleased to announce that an updated version of this document is now available. A marked version of the updated Guide that highlights the changes as well as a summary of changes will be posted on our website for the next 60 days to make it easier for you to quickly review the elements that have changed. This update includes legislative changes and clarifies expectations to ensure successful project delivery.

Project Cost Estimating System Training

In addition, as most of you may know, VDOT has provided direct access to our Project Cost Estimating System (PCES) to localities administering VDOT projects. Localities administering projects utilize the system to populate and update cost estimates for locally administered projects. The first round of PCES training was provided, with much success, to localities in the fall of 2005. To continue assisting localities, we are again offering PCES training this summer.



Training is tentatively scheduled for the following district locations and dates (all sessions are from 1pm to 4pm):

Fredericksburg	May 11	Staunton	July 11
Bristol	June 9/12	Northern VA	July 25
Salem	June 7/8	Richmond	August 10
Lynchburg	June 22	Culpeper	August 22
Hampton Roads training date is still to be determined			

For more information on these workshops, finalized dates and times and guidance on how you can sign up, please review the PCES Training link on our webpage.

Dashboard II

As VDOT has publicized its Dashboard, public expectation for readily-available, up-to-date information on local transportation projects has increased. To address this increasing expectation, many localities have asked about including the status of their locally administered projects within VDOT's Dashboard. To address the increasing public expectation, as well as the localities' need to convey this information, we are pleased to announce that VDOT is developing a version of Dashboard that will allow localities to directly input the status of their projects and provide that information, via VDOT's Dashboard, to the public. In this manner, citizens will be able to quickly get information on local projects regardless of who is administering the project. More details will follow but we wanted to make you aware of this new initiative that should be available to you this summer.

You can view more detailed information on these updates as well as other important information regarding locally administered projects on our web page: www.vdot.virginia.gov/business/local-assistance.asp (click on "locally administered projects" under Local Assistance Division Programs).

You are an important player on VDOT's project delivery team and your partnership is vital to the success of the transportation program. We welcome feedback on additional tools to help make your project administration successful. If you have any questions concerning the changes in the Guide, the upcoming PCES training or its benefits to you, or the Dashboard please contact your Residency Administrator or Urban Program Manager. You may also contact Bernie Schmelz in our office at 804-786-2595 (Bernard.schmelz@vdot.virginia.gov) for questions or comments on the Guide, as he will be maintaining and updating this document. We look forward to continuing our partnership in delivering transportation projects in the Commonwealth.

Sincerely,



Michael A. Estes, P.E.
Director
Local Assistance Division